

Job Description: LCHM Executive Director

Title: Executive Director

Classification: Salaried, Regular Full-Time

Salary: \$68,000 - \$73,000

Location: Eugene, Oregon

About the Lane County History Museum:

The Lane County History Museum was founded in 1951, specifically to preserve and interpret the history of the pioneer generation. Over time, our mission expanded to include the diverse histories of all Lane County residents. We meet our mission by sharing our extensive object, archive, and photograph collections, creating compelling museum exhibits, hosting history pubs and other educational programs, and assisting individuals in understanding Lane County's past through publications, academic talks, digital access to collections, and archival research.

Recent initiatives have focused on creating a more inclusive and accessible museum while also finding new ways to share history throughout the county. LCHM sees the role of a museum as one of activism, in which the dissonant stories of our past can be used to guide a more harmonious present.

We seek an Executive Director with a proven track record of leadership, fundraising for capital projects and operations, collaborative, strategic institutional planning, and recruitment and professional development for board and staff. In short, we need an individual to take the museum to new levels of visibility, stability, and excellence.

Administrative Responsibilities:

- a) Implement all LCHM adopted plans and board policies.
- b) Attend Executive Committee and Board meetings, work with the Board President to plan meeting agendas and report on the organization's business and activities.
- c) Participate in planning, development and implementation for all departments.

Fundraising and Capital Campaign Responsibilities:

- a) Create and oversee the implementation of a strategic approach to fundraising which may include major gifts, planned giving, corporate donations, grant solicitation, capital campaigns, special events, membership, and in-kind resources in collaboration with the Board of Directors.

Financial Responsibilities:

- a) Develop and present to the Board of Directors for approval an annual operating budget.
- b) Administer approved budget with direction from the Board of Directors when needed.
- c) Support Board of Directors with their fundraising activities.
- d) Research, write and administer grant applications in collaboration with staff and contractors on behalf of the Lane County History Museum.

- e) Work with staff to identify financial needs and advocate for them to the Board.

Museum and Facilities Management:

- a) Maintain security for the organization's facility, grounds, and collection.
- b) Monitor and maintain the condition of buildings and grounds in collaboration with Lane County departments.
- c) Schedule staff and volunteers to ensure the Museum is open during scheduled hours.

Personnel:

- a) Oversee hiring, training, and supervision of staff and volunteers.
- b) Fulfill human resources responsibilities across the organization.

Public Relations:

- a) Liaison between the organization and the public.
- b) Be involved in community engagement through the Chambers of Commerce, community businesses, county and city government, and other non-profit and community-based organizations.

Skills and Abilities:

- a) Ability to communicate directly and frequently with donors, board members, volunteers, and other constituents at all levels and build and maintain productive working relationships with them.
- b) Excellent verbal and written communication skills.
- c) Ability to collaborate and work strategically as a leader and as part of the museum team.
- d) Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening skills.
- e) Demonstrate commitment to the LCHM mission.
- f) Demonstrate organization, attention to detail, and problem-solving skills.
- g) Prioritize, meet deadlines and manage multiple tasks.
- h) Flexibility to work some evenings and weekends.
- i) Must possess an Oregon Driver's license and able to connect with museums and historical organizations throughout Lane County.

Education:

Bachelor's Degree in Business Administration, Communications, Nonprofit Management, or related field. Master's Degree preferred. Comparable experience in a non-museum field will be considered an asset.

Experience:

- a) A minimum of 5 -10 years professional, nonprofit fundraising experience.
- b) Proven experience in designing and managing capital campaigns
- c) Experience working in an arts/cultural setting preferred, but not required.

d) Foundation relationships and grant writing experience

Compensation and Director Benefits:

- a) Direct monetary compensation will begin at the rate of \$73,000 per year.
- b) Compensation will be paid for 12 pay periods per year.
- c) Executive Director will receive employment benefits described in the most recent version of the Employer's *Employee Handbook*.
- d) Employee shall be eligible for one hundred and sixty (160) hours annual vacation leave.
- e) Employee shall be eligible for nine (6) floating holidays per year.
- f) Employee shall be reimbursed at the current IRS designated rate per mile for miles traveled on behalf of the organization.
- h) Employee shall be reimbursed for approved expenses incurred for the organization. Employee shall also be reimbursed for continuing education and professional development expenses and travel at the discretion of the Board.

To apply:

Please email PDFs of your resume, cover letter and contact information for three references to: boardpresident@lchm.org

Your application should include three references.

The Museum provides an equal employment opportunity to all persons without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/transgender status, age, disability, veteran or marital status, genetic information or any other characteristic protected by applicable law.